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ABSTRACT

The Owensboro (Kentucky) Displaced Homemaker Program assists single parents/displaced homemakers in sustaining themselves and their families by enabling them to enter the workforce. Barriers of age, sex, lack of work experience, low self-esteem, low educational attainment, and little knowledge of the work environment affect their ability to enter the workforce. The program provides training opportunities that address these special needs. Program objectives are met through a curriculum that includes the following: orientation to work; testing; classroom training; personal and career counseling; vocational exploration; General Educational Development Program preparation; remedial and basic skills classes; job search methods; four workshops; and work experience programs combined with personal awareness and improvement. Of the 252 applicants during 1989-1990, 63 participated in and 56 successfully completed the program. Results of a posttest indicate an average improvement of two grade levels. Thirty-three participants are employed and three continued their education. (The following attachments are included: four agendas for displaced homemaker program orientations; classroom curriculum for the displaced homemaker program; two workshop brochures; and two New Horizons workshop agendas.) (NLA)

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Owensboro Displaced Homemaker Program
Mary Mitchell Center
2641 South Griffith Avenue
Owensboro, KY 42301

Vocational Education
Single Parent/Displaced Homemaker Program
ANNUAL REPORT
July 1, 1989 - June 30, 1990

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RATIONALE

The Owensboro Displaced Homemaker Program continues its tradition of helping single parents/displaced homemakers sustain themselves and their families by entering the workforce. Barriers of age, sex, lack of work experience, low self esteem, low educational attainment and little knowledge of the work environment affect the single parent/ displaced homemaker's ability to enter the workforce. Many of these women have spent years working in the home for their families or they have typically worked in low skilled, low paying jobs. Realizing that these barriers exist, the Owensboro Displaced Homemaker Program strives to provide training opportunities that address these special needs.

OBJECTIVES

The primary objective of the Owensboro Displaced Homemaker Program is to help single parents/displaced homemakers gain control of their lives by developing skills needed to secure a job, start a career, and become independent and self-sufficient. This objective is achieved through a curriculum that includes orientation to the "world of work", classroom training, personal and career counseling, vocational exploration, GED preparation, remedial and basic skills classes, and work experience programs combined with a strong emphasis on personal awareness and improvement.

ACTIVITIES AND ACCOMPLISHMENTS

Approximately 252 persons applied for the program training slots in FY 89-90. Following initial contact with the Displaced Homemaker Program, prospective clients completed an extensive questionnaire and were interviewed by Displaced Homemaker Program staff. Clients were then referred to the Department for Employment Services for a G.A.T.B. test and determination of eligibility when appropriate. Of the 252 applicants, 103 were enrolled as Vocational Education participants. Phase I of the classroom training contained 29, while Phase II was made up of 34. In addition to these classroom participants, 21 have found employment after counseling and job development by the DHP staff, and eight are enrolled in other training programs. The remaining eleven received extensive counseling, but have not entered the workforce as of yet.

A two and one-half week orientation session was held for each phase. Phase I orientation was conducted September 5 - September 22, 1989 and Phase II orientation was held January 22 - February 9, 1990. Clients participated in group counseling sessions, job search training and introduction to the world of work. (Orientation Outlines are attached to this report.)

Each participant received extensive testing during orientation. Tests included the T.A.B.E. (Test of Adult Basic Education), the Career Assessment Interest Inventory

and the Temperament and Values Inventory. These tests provided valuable information in helping clients identify the appropriate classroom training situation and in developing the classroom curriculum. Test results indicated that 24 participants scored below 10th grade level on the T.A.B.E. test overall and 38 scored below 10th grade level on math. Strong emphasis was placed on basic skills development in the classroom curriculum.

After completion of orientation, a class in basic skills (remedial spelling, vocabulary and math), telephone etiquette, filing, payroll calculation, typing and word processing was offered three hours per day for twelve weeks (curriculum attached). Participants worked very diligently to increase their grade level scores in reading and math as well as learning clerical skills.

Of the 63 classroom participants enrolled in FY 89-90, 33 have found employment. An additional three participants have decided to continue their education; one at the Madisonville Community College and two at the Owensboro Community College. A Job Club has been formed and meets each Monday morning at the Displaced Homemaker Center. Job Club provides staff assistance and group support to participants as they continue their job search. It is anticipated that several more participants will soon find employment.

A variety of services including resume development, job hunt skills, job opportunities, and career counseling were

provided to many clients who were not formally enrolled in the program. Information and referral services to vocational schools, community colleges, the Adult Learning Center, Vocational Rehabilitation, Department of Employment Services, and other appropriate agencies were also provided.

In addition to our in-house services, we also conducted several regional outreach programs (a detailed report is attached).

REGIONALIZATION ACTIVITIES

The Displaced Homemaker Program offered four personal growth workshops to the Head Start parent group in Daviess County during the month of November, 1989. These sessions were held at the Mercy Hospital Wellness Clinic located in the Harry Smith Apartment Complex. The topics included self-esteem, budgeting, goal setting and employability skills. An average of three women attended each session. Evaluations of the workshops were very positive.

During the weeks of March 19 - 23 and 26 - 30, 1990 a transitional support workshop was conducted in Hancock County. The workshop, entitled "New Horizons", was held in the basement of the Hancock County Public Library from 8:45 a.m. to 12:45 p.m. each day.

The initial preparation was accomplished with the help of Cathy Elliot, Audubon Area Community Services (AACS). She offered ideas on location, referral sources and ideas on publicizing and marketing the workshop.

After meeting with Cathy, contact was made with the public library and the workshop was scheduled. A promotional flier (copy attached) was developed, printed and placed in agencies and businesses in Hawesville and Lewisport, the two towns in Hancock County. Agencies and businesses included AACS, Food Stamp Office, Hancock County Health Department, Section 8 housing, U. S. Post Offices, laundromats, grocery stores, restaurants, and Green River Electric.

Promotional ads were placed in the Hancock County Clarion Newspaper and on WKCM Radio. Also, the Owensboro Messenger-Inquirer ran an article giving information about the workshop. AACS distributed the fliers at the monthly commodity distributions.

Five people attended the workshop at least one day. Three (1 man and 2 women) were very faithful in their attendance. One woman attended four sessions and another only attended the first session.

Workshop evaluations were very positive. Participants thought the information presented was very relevant and useful. Each participant stated that they learned a great deal about themselves and had grown during the two weeks.

Childcare and travel expenses were paid to workshop participants and lunch was provided on the last day. In addition to DHP staff, resource people from Green River Comprehensive Care Center and the Green River Area Development District participated in various workshop sessions.

Workshop topics included building self-esteem, values clarification, goal setting, time management, parenting skills, stress management, alcohol/drug addiction, starting your own business, educational opportunities, non-traditional employment and employability/job search skills.

Although the numbers were very small, those attending seemed to enjoy and benefit from the workshop. Contact has

been made with an additional referral source for next year's workshop.

Also during March two DHP staff members presented a program to the McLean County Head Start Parents group. The program video was shown and DHP staff provided additional information and answered questions about the services offered by the Owensboro Displaced Homemaker Program. Tentative plans have been made to present personal growth workshops to the same parent group in September or October.

The final transitional support workshop was conducted in Ohio County during the week of April 23 - 27 at the Ohio County Community Center in Hartford. This workshop was similar to the Hancock County one but the format was changed to one week, 5 hours per day with lunch being provided. In addition to lunch, transportation costs and child care expenses were provided by Vocational Education funds.

The main contact person in Ohio County was Bobbi McGrew, the director of Audubon Area Community Services in Hartford. She offered many good ideas on referral sources, advertising resources and contact people in the community. A promotional flier (copy attached) was distributed to various social service agencies such as AACS, Social Insurance, Health Department, etc. Recruiting ads were placed in the two county newspapers. Public service announcements concerning the workshop were aired on WLLS, the local radio station.

The workshop began with 4 women participating; by Tuesday the group had grown to 5. All five women were very faithful with no one missing a session.

The topics covered were the same as in Hancock County and resource people from Green River Comprehensive Care Center and the West Kentucky Small Business Development Center were utilized as workshop presenters.

Workshop evaluations were very positive. Each participant expressed appreciation and stated they had grown from the experience. A major concern in several evaluations was the lack of turn-out. They felt more people should have attended. A suggestion to advertise at the local Wal-Mart was made for next year. This will be done.

If numbers are used to measure success, then these workshops were not very successful. However, if serving people in the outlying counties and helping them to grow is our measure of success, then we have succeeded.

RESULTS AND CONCLUSIONS

Fifty-six of the 63 participants successfully completed the 1989-90 Displaced Homemaker Program. Participants in the Displaced Homemaker classroom training were given a post T.A.B.E. test. Results of this test indicate an average improvement of two grade levels. Thirty-three participants have completed their job search and are now employed. Three have made a decision to continue their education and are registered for fall classes at area community colleges.

An evaluation of the 1989-90 program results indicate that the program objectives have been successfully achieved. The continued support and assistance provided by Vocational Education has and will continue to enable the Owensboro Displaced Homemaker Program to help single parents/ displaced homemakers in the Green River Area Development District gain control of their lives by developing skills needed to secure a job, start a career, and become independent and self-sufficient.

DISPLACED HOMEMAKER PROGRAM ORIENTATION

Week One: September 11 - September 15, 1989

Monday, September 11	Group Activities Classroom Rules and Regulations Program Paperwork "Who Are You?" Project Handouts and General Discussion
Tuesday, September 12	"Who Are You?" Continued Film: "Who Remembers Mama?" Mini-Workshop: Self-Esteem Handouts and General Discussion
Wednesday, September 13	"Who Are You?" Continued Self-Esteem Continued Speaker: Cheryl King 9:00 Handouts and General Discussion
Thursday, September 14	"Who Are You?" Continued Mini Workshop: Stress Speaker: Kim Judd, former participant 11:30 Speaker: Connie Lindsey, A.C.E.S. 12:00 Handouts and General Discussion
Friday, September 15	"Who Are You?" Conclusion Speaker: Tom Mudd, Green River Comprehensive Care Center 9:00 Speaker: Edie Crane, Marketing Director, Hocker & Associates 10:30 Handouts and General Discussion

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DISPLACED HOMEMAKER PROGRAM ORIENTATION

Week Two: September 18 - September 22, 1989

Monday, September 18	Employability Skills Manual Resumes Speaker: Perry Alvey, Personnel Director, Ken-Tron Manufacturing 11:00 General Discussion
Tuesday, September 19	Employability Skills Manual Applications Speaker: Scarlet Howard, former participant 10:30 General Discussion
Wednesday, September 20	Employability Skills Manual Interviewing Speaker: Tina Knott, Assistant Personnel Director, Omico Plastics 9:00 Speaker: Nan Randolph, Valley Institute of Psychiatry 10:00 General Discussion
Thursday, September 21	Speaker: Barbara Cheatham, former participant 11:00 Employability Skills Manual General Discussion
Friday, September 22	Speaker: Charlotte Martin, "The Total Look" 9:00 Orientation Wrapup Pot Luck

DISPLACED HOMEMAKER PROGRAM ORIENTATION

Week One: January 22 - January 26, 1990

Monday, January 22	Group Activities Classroom Rules and Regulations Program Paperwork "Who Are You?" Project Handouts and General Discussion
Tuesday, January 23	"Who Are You?" Continued Film: "Who Remembers Mama?" Mini-Workshop: Self-Esteem Handouts and General Discussion
Wednesday, January 24	"Who Are You?" Continued Self-Esteem Continued Speaker: Cheryl King, Program Director Handouts and General Discussion
Thursday, January 25	"Who Are You?" Continued Mini-Workshop: Stress Speaker: Sharon Johnson, former participant Speaker: Tom Vittitow, K.E.T. Handouts and General Discussion
Friday, January 26	"Who Are You?" Conclusion Speaker: Tom Mudd, Green River Comprehensive Care Center Handouts and General Discussion

DISPLACED HOMEMAKER PROGRAM ORIENTATION

Week Two: January 29 - February 2, 1990

Monday, January 29	Employability Skills Manual Resumes Speaker: Dr. Fred Reeves, Principal Owensboro Middle School General Discussion
Tuesday, January 30	Employability Skills Manual Applications Speaker: Joyce Wood, Personnel Manager Owensboro National Bank Speaker: Sharon Johnson, former participant General Discussion
Wednesday, January 31	Employability Skills Manual Interviewing Speaker: ????, Waxworks General Discussion
Thursday, February 1	Employability Skills Manual Speaker: Sondra McIntyre, former participant General Discussion
Firday, February 2	Orientation Wrapup Pot Luck

DISPLACED HOMEMAKER PROGRAM
Classroom Curriculum

1. Typing
   - A. Basic skills
   - B. Intermediate skills
   - C. Timed writings
   - D. Practice sets

2. Telephone Ettiquette
   - A. Manners
   - B. Speaking voice

3. Filing
   - A. Basic alphabetic rules
   - B. Practice

4. Basic Math
   - A. Review percents, fractions, and general math problems
   - B. Workbook

5. Basic English
   - A. Capitalization
   - B. Punctuation
   - C. Spelling
   - D. Possessives
   - E. Parts of speech

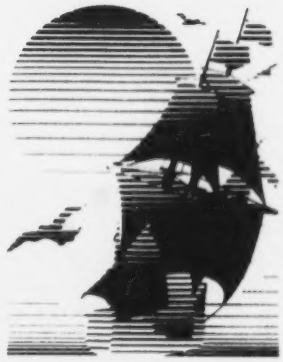
6. Payroll
   - A. Practice set

7. Electronic Calculators
   - A. Workbook

8. Impromptu Speaking

9. Writing Literacy
   - A. Journal writing
   - B. Written book reports
   - C. Workbook

10. Introduction to Word Processing
    - A. Loading Displaywrite 2
    - B. Creating a document
    - C. Changing document format (margins, tabs, spacing)
    - D. Revising a document
    - E. Printing a document
    - F. Using spell check
    - G. Special features (centering, underlining, temporary left margins, creating a new page)
    - H. Paginating a document
    - I. Document utilities



NEW HORIZONS
A Workshop for Personal Growth

Presented by the Owensboro Public School's Displaced Homemaker Program

When: March 19 - 23 & March 26 - 30, 8:45 - 12:45 daily.

Where: Meeting Room
Hancock County Public Library
(Please use the rear parking lot and enter from there.)

As we enter the 1990's, "New Horizons" are before us. We must be ready to meet the challenges ahead. That's what this workshop is all about. Come and spend 2 weeks getting to know a very special person--yourself. Discover who you are, where you're going and ways to get there. Come grow with us and be ready to face "New Horizons" with courage.

This workshop is FREE to anyone who is unemployed, underemployed, a single parent, displaced homemaker or otherwise in need of personal growth. All that is needed from you is COMMITTMENT to complete the full two weeks.

Funding is available to cover childcare and transportation costs.

For more information, please call (502) 686-1036.

Topics to be discussed include:

- Who Am I?
- Self-Esteem
- Values Clarification
- Goal Setting
- Parenting Skills
- Stress Management
- Time Management
- Budgeting Skills
- Communication Skills
- Career Assessment
- Resume Writing
- The Addiction Process
- Completing Applications
- Interviewing Skills
- Available Resources
- Entrepreneurship

If you are interested in attending this workshop, please complete the registration form below and return to the Displaced Homemaker Program by Friday, March 16.

NEW HORIZONS WORKSHOP

Name:_____ Phone:_____

Address:_____

Will you need child care costs covered? _____Yes _____No

Number of Children_____ Names & ages of children_____

_____

This workshop will take place March 19-23 & March 26-30.

Are able to attend **ALL** ten sessions?_____ If not, how many?_____

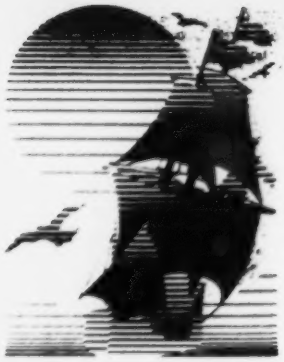
Please detach this section and mail to:

Displaced Homemaker Program
2641 South Griffith Avenue
Owensboro, KY 42301

NEW HORIZONS WORKSHOP

Presented by Owensboro Displaced Homemaker Program
March 19-23 & March 26-30

March 19	Introduction and Overview of Workshop Getting to Know You Who Am I? Handouts & General Discussion
March 20	Self-Esteem Workshop Who Am I?
March 21	Parenting Skills Workshop--Ron Russell, Green River Comp. Care Who Am I?
March 22	Values Clarification & Goal Setting Workshop
March 23	Stress Management Workshop (Bring your pillow!)
March 26	Career Assessment & Resumes Workshop
March 27	Applications Workshop
March 28	Interviewing Skills Workshop
March 29	The Addiction Process--Kim Lashbrook, Green River Comp. Care Center
March 30	What's Available for Me? Workshop Wrap-up



NEW HORIZONS
A Workshop for Personal Growth

Presented by the Owensboro Public School's
Displaced Homemaker Program

When: April 23 - 27, 1990
9:00 a.m. - 2:30 p.m.

Where: Auditorium (Lunch will be furnished)
Ohio County Community Center

As we enter the 1990's, "New Horizons" are before us. We must be ready to meet the challenges ahead. That's what this workshop is all about. Come and spend the week getting to know a very special person--yourself. Discover who you are, where you're going and ways to get there. Come grow with us and be ready to face "New Horizons" with courage.

This workshop is FREE to anyone who is unemployed, underemployed, a single parent, displaced homemaker or otherwise in need of personal growth. All that is needed from you is COMMITTMENT to complete the entire workshop.

Funding is available to cover childcare and transportation costs.

For more information, please call (502) 686-1036.

Topics to be discussed include:

- Who Am I?
- Self-Esteem
- Values Clarification
- Goal Setting
- Parenting Skills
- Stress Management
- Time Management
- Budgeting Skills
- Communication Skills
- Career Assessment
- Resume Writing
- The Addiction Process
- Completing Applications
- Interviewing Skills
- Availabale Resources
- Entrepreneurship

If you are interested in attending this workshop, please complete the registration form below and return to the Displaced Homemaker Program by Friday, April 20. (If you are unable to preregister, just show up on Monday)

NEW HORIZONS WORKSHOP

Name:_____ Phone:_____
Address:_____
Will you need child care costs covered? _____Yes ____No
Number of Children _____
This workshop will take place April 23 - 27. Are able to attend ALL five sessions?_____ If not, how many?_____

Please detach this section and mail to:
Displaced Homemaker Program
2641 South Griffith Avenue
Owensboro, KY 42301

NEW HORIZONS WORKSHOP

Presented by Owensboro Displaced Homemaker Program
April 23 - 27

April 23	Introduction and Overview of Workshop Completion of paperwork Getting to Know You Self-Esteem Workshop Values Clarification & Goal Setting Workshop Handouts & General Discussion
April 24	Time Management Workshop Parenting Skills Workshop Career Assessment Workshop Resume Writing Workshop
April 25	Stress Management Workshop Complete Resume Writing Workshop Applications Workshop
April 26	Alcohol/Drug Workshop - Kim Lashbrook, Green River Comprehensive Care Center (9 - 11) Interviewing Workshop
April 27	Starting Your Own Business - Mickey Johnson, Green River Area Development District Complete Interviewing Workshop What's Available For Me? Workshop Wrap-up

We will tentatively break for lunch from 11:30 - 12:30